



Skyline College

Program Review Update Report 2025 - 2026

SKY SS - Dual Enrollment

Lauren Ford

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[Lauren Ford \(Feb 10, 2026 08:44:32 PST\)](#)

02/10/2026

SKY Student and Learning Support Services Program Review Update

Submitter Name:

Giselle Hendrie

Submission Date:

11/14/2025

DIVISION:

Strategic Partnerships & Workforce Development (SPWD)

PROGRAM NAME:

Dual Enrollment

YEAR OF REVIEW

2025 - 2026

1. PROGRAM STUDENT LEARNING OUTCOMES (PSLOs) RESULTS

i. How frequently were PSLOs assessed for the last three years?

80% Course Success was assessed each year since 2022-23. Improving Programmatic Capacity and Dual E Student Familiarity with Skyline Programs were assessed in 2023-24 and 2024-25.

ii. What have you learned from reviewing the PSLO results? What may account for these results? What are their implications for your programming?

We were successful in hiring a program director and retention specialist. Student success raters continue to be high due to high levels of program support. We could work toward higher response rates from partners, instructors and students. We will also expand the student survey to include academic programs.

iii. Are the PSLOs still relevant to your program? If not, what changes might be made?

Yes.

Submitted a current assessment calendar to the Office of Planning, Research, and Institutional Effectiveness

Yes

Updated the Improvement Platform with new and/or changed PSLOs after approval by the appropriate person(s)

Yes

Updated the program website with new and/or changed PSLOs after approval by the appropriate person(s)

Yes

2. ADDITIONAL INFORMATION

Please note anything else that has not been captured above that is relevant to program accomplishments, challenges, and resource needs. Explain and document your response as needed.

n/a

Goals & Resource Requests

Program Growth

Expand equitable access to Dual Enrollment opportunities across all four partner districts

Year Initiated

2025 - 2026

Goal Status

Active

Implementation Step(s) and Timelines

In 2026-27 increase in the number and diversity of course offerings by discipline and pathway by 3-5%.

Disaggregated participation data showing increased representation of historically underrepresented student groups (race/ethnicity, first-generation, low-income, English Learners).

Annual report summarizing program growth and access outcomes.

Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Antiracist and Equitable Institution:** Be an antiracist and equitable institution (X)
- **Student Support and Resources:** Ensure that all students have the support and resources needed to achieve their educational goals (X)
- **Thriving Environment:** Foster a thriving learning and work environment (X)

Program Effectiveness

Regularly assess the effectiveness of the Dual Enrollment program through data analysis, stakeholder feedback, and continuous improvement planning.

Year Initiated

2025 - 2026

Goal Status

Active

Implementation Step(s) and Timelines

Annual program review summarizing key performance indicators (enrollment, demographics, retention, and completion).

Student, faculty, and partner district feedback collected each year via surveys or focus groups.

Maintenance of a 80% or higher course success rate, monitored each semester.

Documentation of program improvements and action steps implemented as a result of assessment findings.

Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Student Support and Resources:** Ensure that all students have the support and resources needed to achieve their educational goals (X)
- **Thriving Environment:** Foster a thriving learning and work environment (X)

Resource Request

Division Name

Strategic Partnerships & Workforce Development (SPWD)

Year of Request

11/21/2025

Goals & Resource Requests

2025 - 2026

Resource Type

Subscription Fees

Resource Name

Canva Subscription. The Dual E team creates graphics to support our workshops and presentations in Canva and would benefit from the subscription features and storage capacity.

Resource Description

Canva is a cloud-based graphic design platform that enables users to create professional-quality visual content such as presentations, social media graphics, flyers, and marketing materials. It offers an intuitive drag-and-drop interface, a vast library of templates, images, and fonts, and advanced features like AI-powered design tools, background remover, and brand kits. Canva supports collaboration, allowing teams to work together in real time, and is accessible on web and mobile devices.

Funds Type – Mark all that apply.

Recurring Cost

Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.

Advancing Student Success: Canva enables the creation of engaging, accessible materials that improve communication and support students in understanding pathways, dual enrollment opportunities, and transition resources.

Promoting Equity and Inclusion: High-quality, visually appealing content helps reach diverse student populations and ensures information is clear and culturally responsive.

Enhancing Outreach and Engagement: Canva's collaborative tools allow staff to quickly produce branded, professional materials aligned with college and district standards, strengthening community partnerships.

Supporting CCCCCO Goals: This aligns with the Chancellor's Office Vision for Success by improving access to information, fostering guided pathways, and supporting enrollment growth through effective marketing and communication.

Cost

120

Level of need, with 1 being the most pressing

1

Resource Request

Division Name

Strategic Partnerships & Workforce Development (SPWD)

Year of Request

2025 - 2026

Resource Type

Supplies

Resource Name

Embroidered Stoles for High School Graduates

Resource Description

Custom embroidered satin stoles featuring the Skyline College name, official logo, and the words "Dual Enrollment." These stoles will be worn by approximately 300 graduating seniors to recognize their achievement and participation in the Dual Enrollment program. The stoles serve as a visible symbol of academic accomplishment, promote program pride, and strengthen the college's brand presence during commencement ceremonies and related events.

Funds Type – Mark all that apply.

Recurring Cost

Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.

Goals & Resource Requests

Recognizing Student Achievement: Providing stoles for Dual Enrollment seniors celebrates their success and encourages continued engagement with higher education.

Promoting Equity and Access: Visible recognition helps validate the efforts of diverse student populations and supports a sense of belonging.

Strengthening College Branding and Outreach: Custom stoles with Skyline College branding increase visibility during commencement and community events, reinforcing the college's commitment to dual enrollment pathways.

Aligning with CCCCO Vision for Success: This initiative supports goals of increasing completion rates and fostering college-going culture among high school students.

Cost

6,000

Level of need, with 1 being the most pressing

3

Resource Request

Division Name

Strategic Partnerships & Workforce Development (SPWD)

Year of Request

2025 - 2026

Resource Type

Supplies

Resource Name

Parent/Student Handbooks

Resource Description

Printed handbooks that provide essential information about program requirements, enrollment steps, college resources, and support services. These handbooks will be distributed at parent nights and outreach events to help families make informed decisions and successfully navigate the transition to college coursework.

Funds Type – Mark all that apply.

Recurring Cost

Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.

Improving Access and Communication: Handbooks provide clear, accessible information for students and families, reducing barriers to participation.

Promoting Equity: Ensures all families, including those with limited digital access, receive accurate program details.

Supporting CCCCO Vision for Success: Encourages informed decision-making, increases enrollment, and fosters a college-going culture among high school students.

Cost

1,000

Level of need, with 1 being the most pressing

1

Resource Request

Division Name

Strategic Partnerships & Workforce Development (SPWD)

Year of Request

2025 - 2026

Resource Type

Supplies

Resource Name

Branded T-Shirts: 250 each of S, M, and L

Resource Description

Branded t-shirts featuring Skyline College and Dual Enrollment program logos. These shirts are distributed to students during events, orientations, and outreach activities to promote program identity, foster a sense of belonging, and increase visibility of college pathways.

Goals & Resource Requests

Funds Type – Mark all that apply.

Recurring Cost

Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.

Enhancing Student Engagement: T-shirts create a sense of pride and belonging among Dual Enrollment students.

Promoting Outreach and Visibility: Branded apparel strengthens program recognition during events and in the community.

Aligning with CCCCCO Vision for Success: Encourages participation in college pathways and supports equity by providing all students with program-branded materials.

Cost

7,500

Level of need, with 1 being the most pressing

1

Program Sustainability

Strengthen systems and partnerships that support long-term quality, consistency, and scalability of Dual Enrollment across all partner districts.

Year Initiated

2025 - 2026

Goal Status

Active

Implementation Step(s) and Timelines

Development and implementation of a Team Roles and Workflow Framework that establishes clear functional lanes, increases focus, and reduces duplication across the Dual Enrollment team.

Creation and institutionalization of standard operating procedures for scheduling, onboarding, compliance, and data reporting, housed in a shared resource hub.

Annual joint planning meetings with district partners to review course offerings, enrollment goals, and strategic priorities for the following year.

Annual update of shared procedures and "Roles & Responsibilities" documentation for staff, faculty, instructors, counselors, and district partners.

Conduct a crosswalk and meta-analysis of staffing structures and student-to-staff ratios in Dual Enrollment programs—both within SMCCCD and at other community colleges. Include a review of student support program staffing models to inform effective staffing strategies that will support the success and growth of Skyline College's Dual Enrollment program.

Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Antiracist and Equitable Institution:** Be an antiracist and equitable institution (X)
- **Student Support and Resources:** Ensure that all students have the support and resources needed to achieve their educational goals (X)
- **Thriving Environment:** Foster a thriving learning and work environment (X)

Resource Request

Division Name

Strategic Partnerships & Workforce Development (SPWD)

Year of Request

Goals & Resource Requests

2025 - 2026

Resource Type

Student, Aides, Hourly, or Temporary Workers

Resource Name

Student Aide

Resource Description

The Student Assistant will provide critical operational support to the Dual Enrollment team as we manage partnerships with four high school districts, coordinate course scheduling, and ensure accurate and timely communication with students, faculty, and school-site counselors. This role strengthens day-to-day workflow, improves turnaround times, and supports the program's capacity to serve a growing number of students.

Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.

This request directly strengthens Skyline's Dual Enrollment program by expanding our capacity to serve four high school districts and a growing number of students. A Student Assistant allows the program to provide timely support with applications, enrollment, communication, and onboarding—core functions that impact student access and persistence.

For the College, this support improves operational efficiency, enhances student experience, and aligns with Skyline's priorities around equity, early college pathways, and seamless transitions into higher education. At the District level, the position supports SMCCCD's commitment to building strong K-12 partnerships and increasing college participation rates across the region.

At the statewide level, this request directly advances the California Community College Chancellor's Office goals for dual enrollment expansion, equitable access, and improved completion outcomes. Strengthening day-to-day capacity ensures that Skyline can meet state expectations for growth, quality, and student success in dual enrollment pathways.

Cost

21,000

Level of need, with 1 being the most pressing

1

Assemble a comprehensive Dual Enrollment team to provide robust and effective supports for students and school partners.

Having a comprehensive and fully staffed Dual Enrollment team allows the program to support students with their access, retention, and postsecondary matriculation into the college after high school. Members of the team can best utilize their areas of focus

Year Initiated

2024 - 2025

Goal Status

Inactive

Implementation Step(s) and Timelines

The Dual Enrollment team has undergone major transitions within the existing team structure not filled. Through Fall 23-Spring 24 the Dual Enrollment team was able to staff unfilled positions:

Substitute retention specialist in Nov 2023

Detail - PSC July 2024

Part-Time Dual Enrollment Counselor - Aug 2024

Current team has all positions filled since July - November 2024 for:

Interim Project Director

Detail PSC

Permanent PSC

Permanent Retention Specialist

Adjunct/Part time - Dual Enrollment Counselor

Goals & Resource Requests

Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Increased Student Enrollment:** Increase student enrollment by being responsive to communities we serve (X)
- **Student Support and Resources:** Ensure that all students have the support and resources needed to achieve their educational goals (X)
- **Thriving Environment:** Foster a thriving learning and work environment (X)

UPDATE

Goal Update Date

10/24/2025

Academic Year Updated

2025 - 2026

Goal Update

Completed

Goal Update Narrative

Hired Director of High School Transition and Dual Enrollment as well as a Retention Specialist.

Develop Student Facing Materials to better articulate Dual Enrollment program offerings and pathways

Update student facing materials by the end of Fall 2023 to better connect students to the Dual Enrollment program and future pathway opportunities.

Year Initiated

2023 - 2024

Goal Status

Inactive

Implementation Step(s) and Timelines

Updating student facing materials will hopefully help students better connect to the dual enrollment program, feel connected to Skyline College resources, and have a clearer picture of how the courses they take connect to a larger educational goal (certificate, degree, and transfer opportunities).

Summer 2023 - Develop Student & Family Resource Guide

Summer 2023 - Develop Dual Enrollment program maps

Fall 2023 - Distribute Student & Family Resource Guide; Share Dual Enrollment Program maps with students and dual enrollment instructors

Fall 2023 - Spring 2024 - elicit feedback on the handouts above to make appropriate changes for future use

Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Antiracist and Equitable Institution:** Be an antiracist and equitable institution (X)
- **Increased Student Enrollment:** Increase student enrollment by being responsive to communities we serve (X)
- **Student Support and Resources:** Ensure that all students have the support and resources needed to achieve their educational goals (X)
- **Thriving Environment:** Foster a thriving learning and work environment (X)
- **Fiscal Stability:** Ensure fiscal stability to support the College mission and maintain public trust (X)

UPDATE

Goal Update Date

10/16/2025

Academic Year Updated

11/21/2025

Goals & Resource Requests

2025 - 2026

Goal Update

Completed

Goal Update Narrative

All items in implementation timeline were completed.

UPDATE

Goal Update Date

11/14/2023

Academic Year Updated

2023 - 2024

Goal Update

On Schedule

Goal Update Narrative

Dual Enrollment Student & Family Resource Guides have been created and distributed. Dual Enrollment pathway maps have also been developed and shared with Dual Enrollment students and instructors.

Sharing the Program Pathway Maps, especially, has opened the door for more discussions around Dual Enrollment pathway opportunities. Both in the configuration and sequence of courses offered, the future connections to Skyline College programs and matriculation into the courses, and the opportunities for students to earn a Skyline College credential along the way. Future discussion with counseling will be essential to ensuring that maps accurately reflect anticipated student experiences. They will also assist with discussions with high school partner districts around how to best offer dual enrollment courses within their school in support of the student experience.

Related Documents

[OneDrive 2023-11-15.zip](#);

[Student and Family Resource Guide-082023.pdf](#)

Regularly assess program effectiveness

Collaborate with PRIE to update Dual Enrollment reports and distribute surveys to faculty and students beginning Fall 2023 & Spring 2024.

Year Initiated

2023 - 2024

Goal Status

Inactive

Implementation Step(s) and Timelines

Regular assessment of the Dual Enrollment program allows the team to track program effectiveness, identify areas of opportunity or growth, and adjust program offerings to better serve the needs of the students, families, and school partners we serve.

Fall 2023 - Work with PRIE to establish/finalize outcome reports that showcase student success and matriculation efforts

Spring 2024 - Develop and distribute Dual Enrollment survey to students

Spring 2024 - Develop and distribute Dual Enrollment survey to faculty

Spring 2024 - Develop and distribute Dual Enrollment survey to high school partners (site admin, District coordinators, etc)

Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Antiracist and Equitable Institution:** Be an antiracist and equitable institution (X)
- **Increased Student Enrollment:** Increase student enrollment by being responsive to communities we serve (X)
- **Student Support and Resources:** Ensure that all students have the support and resources needed to achieve

Goals & Resource Requests

their educational goals (X)

- **Thriving Environment:** Foster a thriving learning and work environment (X)

UPDATE

Goal Update Date

10/24/2025

Academic Year Updated

2025 - 2026

Goal Update

Completed

Goal Update Narrative

Surveys were completed and distributed to partners and students in Spring and Fall 2025.

UPDATE

Goal Update Date

11/14/2023

Academic Year Updated

2023 - 2024

Goal Update

On Schedule

Goal Update Narrative

Surveys will be developed in the Fall 23/Spring 24 to be distributed towards the end of the Spring 2024 semester.

Update staffing to effectively support Dual Enrollment growth | Dual Enrollment Director

Fully staff Dual Enrollment team by Fall 2024 (with no more than 5% vacancy) to better support the needs of the program and support students, families, and school partners.

Year Initiated

2023 - 2024

Goal Status

Inactive

Implementation Step(s) and Timelines

Having a fully staffed Dual Enrollment team with appropriate leadership will ensure that students, families, and high school partners have a more streamlined Dual Enrollment experience, are able to identify the proper point of contact, and can make administrative decisions with the support of the dean.

Fall 2023 - Approval from Cabinet to propose Director of Dual Enrollment & High School Transitions

Fall 2023 - BOT Approval for the creation of Director of Dual Enrollment & High School Transitions

Spring 2024 - Recruit Director of Dual Enrollment & High School Transitions

Spring 2024 - Hire Director of Dual Enrollment & High School Transitions

Additional staffing updates:

Fall 2023 - Recruit for vacant PSC position

Spring 2024 - Hire PSC position

if needed - Spring 2024 - Recruit & Hire Retention Specialist Position

Fall 2024 - Submit faculty request for Dual Enrollment counselor (FTEFAC) or through collaboration with Counseling Division

Fall 2025 - Recruit and hire more Dual Enrollment Student Ambassadors

Goals & Resource Requests

Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Antiracist and Equitable Institution:** Be an antiracist and equitable institution (X)
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- **Thriving Environment:** Foster a thriving learning and work environment (X)

UPDATE

Goal Update Date

10/16/2025

Academic Year Updated

2025 - 2026

Goal Update

Completed

Goal Update Narrative

Director hired 7/14/25.

UPDATE

Goal Update Date

11/14/2023

Academic Year Updated

2023 - 2024

Goal Update

On Schedule

Goal Update Narrative

Director of Dual Enrollment & High School Transition position has been previously discussed within Cabinet and the greater campus community.

The hiring process is currently underway for vacant positions (PSC, Retention Specialist)

Future goal of counseling support will undergo discussions throughout this academic year for hopeful implementation in 24-25AY